



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

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INSTRUCTIONS FOR OBTAINING FINGERPRINTS

Pursuant to the provisions in the NRS 489.321 (1)(d) and NRS 489.341 (1)(d), all applicants are required to submit a complete set of fingerprints for the purpose of conducting a criminal background check. There are two ways to submit your fingerprints.

1. Electronic Submittal

For a list of authorized fingerprint agencies that electronically transmit fingerprints, go to:
http://nvrepository.state.nv.us/Fingerprint/forms/fingerprint_sites.pdf

Fees may vary according to the authorized vendor you choose. The electronically submitted fingerprinting process usually takes 2 to 3 weeks.

Please relay the following information to the fingerprint agency:

- ORI: NV920360Z
- Account: 880142
- NRS 489.321 if applying for a Serviceperson, Dealer or Manufacturer's License
- NRS 489.341 if applying for a Salesperson or Dealer RME License

To be completed by the Fingerprint Agency

NAME OF FINGERPRINT AGENCY: _____

FINGERPRINTS OF _____ HAVE BEEN TAKEN AND
FORWARDED TO THE NEVADA CENTRAL REPOSITORY.

DATE: _____ TCN#: _____

SIGNATURE OF FINGERPRINT REPRESENTATIVE: _____

2. Manual Submittal

You may obtain two hard copy fingerprint cards and have your fingerprints taken for a fee, at any law enforcement agency. Submit both cards and a cashier's check or money order for \$37.50, made payable to the Department of Public Safety (DPS), with your application packet to the MHD Carson City office. A personal check will not be accepted. The hard copy fingerprint card process can take up to 4 to 6 weeks.

Please submit this form with your application packet.